

DUTY STATEMENT

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| Classification: Electric Generation System Specialist III | Position No. 810-4843-002 |
| CBID: S09 | Office: Electricity Analysis |
| Date Prepared: February 25, 2013 | Division: Electricity Supply Analysis |
| KEY: (E) IS ESSENTIAL, (M) IS MARGINAL | |

Under the general direction of the Electricity Analysis Office Manager in the Electricity Supply Analysis Division, the incumbent will supervise the Generation Fuels Team. The EGSS III performs both unit supervision and technical leadership regarding interaction between the natural gas and electricity sectors, the effects of changes in generation fuels markets on electricity generation markets, and estimates of future generation fuels consumption and prices under various policy scenarios.

WORKING CONDITIONS. Work is performed primarily in an office and hearing room environment and may require sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level is sometimes high. Some travel is required to attend off-site meetings.

DUTIES AND RESPONSIBILITIES:

- 35% Plans, organizes and directs the work of a unit and other professional staff engaged in natural gas and electricity system issues, electricity generation and transmission analysis, and electricity generation fuels policy development. Reviews products for accuracy, completeness, and professional presentation. (E)
- 20% Identifies emergent natural gas and electricity system issues, develops economic, engineering, and environmental research approaches and directs development of related policy recommendations. Acts as the Commission subject matter expert in issues relating to generation fuels usage and policy. (E)
- 20% Performs administrative duties including workplans, budgets, personnel actions and weekly status reports, and supervisory duties including individual and team motivation, probation and performance reviews, career development, employee recognition, and training. (E)
- 10% Represents the staff before the Commission and the Commission before federal, state, and local agencies and interest groups by providing reports, testimony, advice, and comments. (E)
- 5% Assists the Office Manager with management responsibilities within the office, including recruitment, administrative, and management coordination. (E)
- 5% Consult with staff on advanced analytic problems, recommending appropriate techniques, and conducting technical analysis when necessary. (M)

5% Performs other duties as required consistent with the specifications of this classification.
(M)

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| SIGNATURES | | | |
| I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position | | | |
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| _____ | _____ | _____ | _____ |
| Employee | Date | Office Manager II | Date |